

JOB DESCRIPTION

FARM COORDINATOR

Updated: February 2007

(a) Accountability Objective

The Farm Coordinator on Alcoa Farmlands is accountable for planning and implementing agreed work programs and additionally, is responsible for reporting on identified areas of expertise, firstly on a whole of business basis covering all locations, then at a location level. The incumbent contributes to the Farmlands business plan initiatives through this allocated primary responsibility, thereby understanding the business objectives fully and being committed to their implementation.

(b) Critical Achievement Areas

- (i) In cooperation with the Farmlands Manager, allocates personnel and other resources required for accomplishing tasks within scheduled works programs developed via Farmlands Operations meetings.
- (ii) Through the direct reporting to the Farmlands Manager on key functional elements of the business, the incumbent contributes to the development of the annual farm business plan.
- (iii) Contributes to the business-operating plan and subsequent scheduling and resourcing of major projects included in the plan.
- (iv) Provides up to date knowledge of the current state of the Farmlands, firstly from a location perspective then on a holistic basis by reporting on pasture and livestock status, fences, water supplies, damage and equipment status to the Farmlands Manager. Where necessary take immediate remedial action.
- (v) Retains day-to-day records of livestock, materials and information as required, so they can be transferred to admin electronic systems and recalled to assist with planning and resourcing of future business activities. Making daily entries into a diary in mandatory.
- (vi) Provides leadership and management to temporary employees, contractors and permanent farm workers in regard to livestock care, equipment and machinery maintenance, quality of workmanship, compliance with Company and Farmlands policies and rules, safe and efficient work practices and general conduct and appearance.
- (vii) Liaises with contractors, suppliers, neighbours and other Farmlands business associates as required and maintains good relations and punctual contact. Notifies the Farmlands Manager of any problems, queries, or incidents where the issue is beyond his or her authority.
- (viii) Assists with formulating training needs assessment for all employees and the subsequent development and improvement in safety and skills. Will contribute to training activities as required.
- (ix) In conjunction with the Farmlands Manager, carries the responsibility for livestock welfare and the Farmlands security after hours, especially in the areas of stray stock, fire protection, water reticulation and notification of trespassers and storm damage.

- (x) Assumes a significant portion of the Farmland Managers responsibilities during his absence. The Coordinator must accommodate change and adjust and review work plans and projects as needed.
- (xi) Ensures that all equipment and machinery is regularly maintained by complying with maintenance schedules.
- (xii) Is a fully active labour unit in all work programs and tasks, participating in the full range of farm activities and ensuring timely and efficient completion.

(c) **Background**

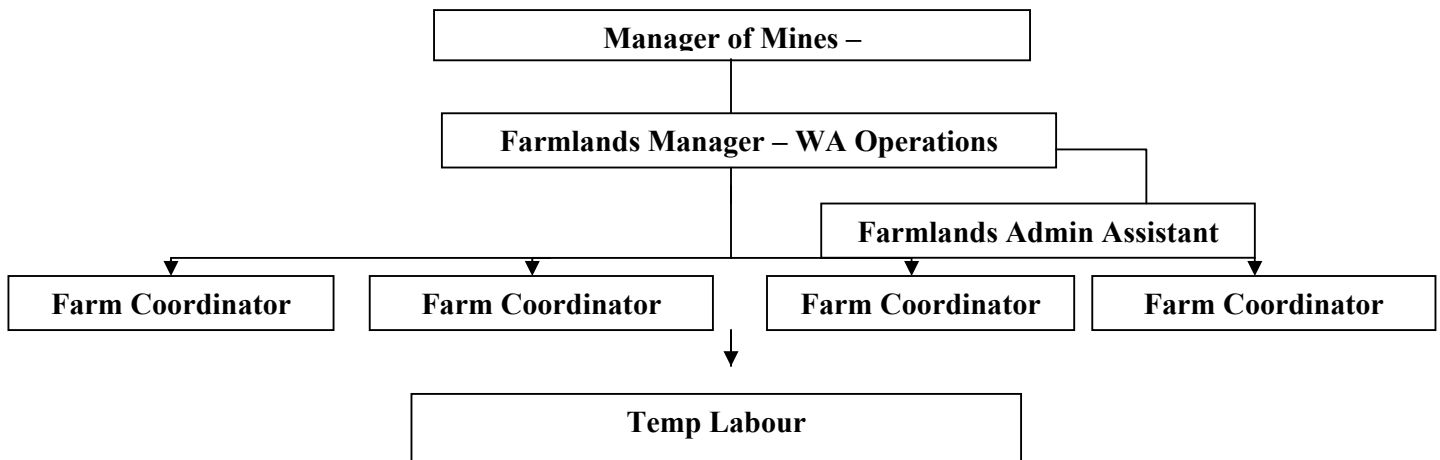
Alcoa of Australia Limited has major holdings around its Pinjarra and Wagerup Refineries, and at Boddington surrounding Hedges Gold Mine. The main purpose of this land is for future residue disposal and to provide an environmental buffer between the Refineries and neighbouring communities and landowners. Farming is, and is expected to remain, the predominant land use in the buffer areas.

The Company currently owns approximately 19,000 hectares. The Farmlands business occupies ~10,000 hectares for running a beef cattle operation. Assets include a wide range of agricultural machinery and structures valued at \$3.6 million. There is more than 400 km of fencing, much of which borders public roads and railway lines including the South West Highway and Railway. There are many kilometres of polypipe underground line connecting stock watering points that have to be maintained, and the water points and pumps checked frequently.

The Pinjarra and Boddington properties are dryland cattle and sheep grazing operations. Wagerup is similar, with the additional complexity of 380 hectares of irrigated pasture. All the properties are run in conjunction. The Wagerup and Pinjarra properties currently stock beef cattle only (total herd 9,100) with 7000 sheep and 1000 cattle now at Boddington. Other enterprises may be introduced according to market conditions. In 2006 cattle sales generated revenue of 2.1 million. Additional revenue of up to \$400,000 can be generated from plantations, wool, cropping and hay sales.

The properties are managed via the Farmlands manager, 4 farm coordinators, supplemented by seasonal temporary labour, contractor's under specific service agreements and administrative personnel.

(d) **Organisation Chart**



(e) **Explanatory Statement**

Farm assets include a diverse range of machinery comprising 9 tractors ranging up to 145 horsepower (including two articulated bi-directional units), three 8 tonne trucks, a range of 4WD vehicles and motorcycles, two harvesters and numerous items of trailed and front-end equipment, minor equipment and tools. Each farm operation has a workshop facility, a shearing shed and a number of stockyards. The Farm Coordinator is responsible for ensuring these assets are properly maintained and are utilised in a safe and efficient manner. He assists the Farmlands Manager plan the equipment replacement program and evaluate alternatives.

Based on broad experience and knowledge, the Farm Coordinator contributes to the development and implementation of herd and pasture improvement programs and labour and resource management through the responsibilities of his or her primary business role. By direct observation and discussion with all Farmlands personnel, the incumbent monitors records and identifies opportunities and problems and consults with the Farmlands management team on a regular basis. This ensures that sale stock preparation, herd management, pasture and grazing management and resource management are being addressed on a holistic basis rather than just at location level, to the benefit of the total business.

Alcoa has a responsibility to ensure that the land under its ownership is managed to an acceptable level of stewardship, so that the integrity of the primary elements that make up the land (soil, water and plants) are not compromised in any way. The incumbent coordinates pasture maintenance and programs for the eradication of declared weeds and feral animals, and implements a series of other projects that will minimise land degradation, in accordance with the land management plans and agreed weekly or as otherwise nominated work schedules.

Because of the demands for skills and knowledge within and external to the agricultural industry, farming jobs must be designed and training provided to improve personal effectiveness and job satisfaction, while ensuring the flexibility and efficiency needed to maintain the financial viability of the farm operations. The Farm Coordinator's role is to contribute to training programs as required and demonstrate leadership for temporary and contracted labour and others in relation to skills, knowledge, safety awareness, flexibility, efficiency and courtesy (with both internal and external contacts).

Farming is a relatively hazardous occupation and farm employees use a wide variety of tools and machinery. There is extensive manual handling, sometimes under very adverse conditions and livestock behaviour can be dangerously unpredictable. The Farm Coordinator, as an active member of the workforce, takes direct measures towards the control of any hazards as part of being on the job and continually maintains a high level of safety awareness among farmworkers. Additionally, the incumbent plays an essential role in the implementation of an effective safety management program, planned jointly with the Farmlands Manager, line management and Alcoa safety consultants.

The Farm Coordinator has a responsibility to ensure that stock and farm operations do not pose an unacceptable hazard to the general public or other Alcoa employees. External fences must be well maintained and stray stock recovered immediately – day and night, including weekends. Under the guidance of the Farmlands Manager, the incumbent must also ensure that the farm meets its fire, pest and weed control obligations. Effective liaison with Alcoa Security and local emergency services is essential.

The farm operations interact closely with the Refineries, particularly in relation to the construction of residue areas. It is therefore essential that the Farm Coordinator maintains effective working relationships with key Refinery personnel including service groups such as Supply, Security and the Medical Centre. The incumbent must be familiar with relevant Alcoa policies and practices, particularly in the safety and supply areas.

Where authorised by the Farmlands Manager, the Farm Coordinator interacts directly with local suppliers, stock agents, farm equipment specialists, veterinarians, contractors and neighbours. He or she supervises contractors as required. It is essential that he or she maintain effective relations with these groups. The incumbent must also have the capacity and the credibility to undertake the external liaison aspects of the Farmlands Manager's role during the latter's absence.

(f) Principal Contacts

Who

Farmlands Manager

Purpose

Report and consult on the status of equipment, livestock, fence, pasture, safety and training programs; plan weekly/monthly work program;

	coordinate livestock and allocate labour and machinery resources.
Mine/Refinery Service Groups	Routine supply issues; liaison on emergency services (fire/accident/medical); safety program.
Residue Operations	Liaison on access to residue construction area; water supply, drainage works, fencing requirements.
Plantation Rehabilitation	Liaison on fence maintenance, stock movement, fire control.
Department of Agriculture	Inspection and advice on pest/weed control
Water Authority/South West Irrigation	Liaison on water allocations; maintenance of works (Wagerup only).
Veterinarians	Prepare stock and coordinate activities for inoculation, artificial insemination; etc
Stock Agents	Stock inspections and transport.
Agricultural Suppliers	Purchase of specialised supplies; maintenance of machinery.
Neighbours, Stud Property Owners	Share information; select breeding stock.
Contractors	Supervised specialised work; meet peak labour/machinery needs; fencing

(g) Training

Education:	Certificate of Secondary Education is desirable, preferably from an Agricultural Secondary School. Post secondary (Agricultural College) training desirable.
Experience:	Minimum of five year's experience on a large grazing property, resulting in a thorough knowledge of the practical aspects of livestock husbandry, farm machinery and pasture management. Some experience of irrigation farming highly desirable.
Training:	Has progressed through to a minimum of a Cert 4 in beef cattle production or equivalent. Has received training in communication, team building and problem solving. Has undertaken a recognised safety management-training course.

Special Needs: Good interpersonal skills. Preferably computer literate. Must possess necessary driving licences.

(h) Impact

This position plays an essential role in the safe, efficient and profitable operation of the Farmlands, by possessing a business focus whilst actively participating in all programs/projects and associated tasks. Additionally, having direct interactions with refinery and mine personnel, neighbours, vendors and peers impacts on the credibility of the operation. The responsibilities associated with fire control, stock management and general security have implications for both public safety and Alcoa assets.

